



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD

EMPLOYMENT OPPORTUNITY

SECTION OF EARLY CHILDHOOD PROGRAMS AND SERVICES

ASSOCIATE EDUCATION CONSULTANT EDUCATION CONSULTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:30 a.m. – 4:30 p.m.

Job Posting#: #002 - 00084817

Salary Range: Associate Education Consultant - \$84,350 - \$108,409
Education Consultant - \$91,469 - \$116,854

Closing Date: October 21, 2013

* New hires to state employment start at the minimum of the above salary range.

The Office of Early Childhood is currently recruiting for a consultant position in the Section of Early Childhood Programs and Services. *The selected candidate's credentials will determine the job classification.*

GENERAL STATEMENT OF DUTIES:

A program evaluation, measurement, and assessment expert is sought to work with a team of professionals developing accountability measures for Early Childhood programs and services. Key responsibilities will include the development of quantitative and qualitative outcome measures related to the establishment and management of key databases for required reporting purposes.

EXAMPLE OF DUTIES:

- Develop valid and reliable outcomes-based measures for evaluation and assessment of Early Childhood programs and services, including the design and administration of feedback surveys;
- Collaborate with Information Technology staff to develop systems for analyzing, monitoring, and reporting accountability measures related to the Office of Early Childhood initiatives such as Quality Rating Improvement System (QRIS) and already existing programs;
- Collect, summarize, analyze, and interpret data, detect patterns, trends and anomalies;
- Determine data needs, collect and report data;
- Monitor and report data related to Early Childhood policy;
- Meets data reporting requirements of all programs and services;

- Prepare statistical reports to meet state and federal legislative requirements and respond to data needs of communities and the public;
- Develop annual reports related to the evaluation and effectiveness of specific programs and services including grant funded programs;
- Provide technical assistance related to the reliability and validity of the developing evaluation systems in the Office of Early Childhood;
- Perform other duties and special assignments as requested by the Division Director of the Office of Early Childhood or other designee of the Executive Director.

QUALIFICATIONS

Knowledge, Skill and Ability:

Candidates should have expertise in the areas of program evaluation; qualitative and quantitative data analyses and research methodologies; measurement, including performance-based assessment; database design and management; the ability to facilitate and contribute to small group meetings and individual discussions through interpersonal skills and professional knowledge; and ability to develop and maintain cooperative working relationships.

Minimum Experience and Training Required:

Education Consultant: An earned advanced degree and eight (8) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Associate Education Consultant: An earned advanced degree and five (5) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

An advanced degree in the field of program evaluation and/or applied experimental psychology, measurement, and assessment. Expertise in the development and validation of evaluation measures. Demonstrated skills in oral and written communication, decision-making, and delivering presentations. Ability to work collaboratively and cooperatively with internal colleagues and external stakeholders.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #002, submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Debra Paradis, Principal Human Resources Specialist, State Department of Education, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel# (860) 713-6695. Fax: 860-713-7011. All required documents must be received by close of business on the closing date to be considered for interview.**

Closing date for applications: **October 21, 2013**

Anticipated date for employment: **Immediate upon selection**

The State of Connecticut Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

#002
9/30/13